

SECRET

OFFICE OF SPECIAL ACTIVITIES

PROGRAMS

OSA HQS NOTICE NO. 230-2

29 JANUARY 1963

ACTIVITY PROGRAMS

1. This directive supersedes all previous issuances on this subject.

2. Policy

a. Effective 29 January 1963, Activity Programs will be required to obtain approvals and funding for OSA activities that

(1) are not specifically included in the approved operational program (Budget) for OSA;

(2) require a transfer of funds from one activity to another within the operational program;

(3) are contained within the operational program but require additional funds;

(4) are contained within the operational program but significantly alter or change direction from the original scope of work or activity.

b. Effective 29 January 1963, Activity Programs will be required for all activities, procurements, and contracts

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3. Procedure

a. The Activity Program Format, outline attached, will be initiated by the Division, Branch, or Staff responsible for the conduct of a particular activity and requesting necessary approval and funds as enumerated in paragraph two above.

b. Activity Programs shall be forwarded to the Programs Staff, which will be responsible for office coordination and obtaining appropriate approvals.

c. Preparation of Activity Programs shall be in accordance with the attached instructions.

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4. Authority

a. Activity Programs will be approved by the Assistant Director or Deputy Assistant Director, OSA, or referred by them to the DI/R and DDCI for approval.

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b. The Contracting Officer, OSA shall retain the authorities granted him in [REDACTED] dated 1 September 1962.

c. All procurement activities, or contracts for services, peculiar to OSA activities will be undertaken by the Contracting Officer, OSA, and a Memorandum for the Record will be prepared by him and concurred in by the OSA requester, C/B&F/OSA, General Counsel, and the AD or DAD/OSA. Procurement action or contracts which should be handled through normal Agency channels will be undertaken by the Chief, Materiel Division through the Director of Logistics.

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[REDACTED]
JACK C. LEDFORD
Colonel, USAF
Assistant Director
(Special Activities)

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Attachments: Preparation Instructions
Format

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